

OXFORD SS.

At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:00 AM on August 20, 2013 being a regular session, there were present:

Dave Duguay, Chairman
Caldwell Jackson, Commissioner
Steven Merrill, Commissioner
Scott Cole, Administrator
Becky Secrest, Commissioners Clerk

Various county employees, a media representative, and others were present at different times throughout this session.

9:01 Pledge of Allegiance was recited.

Administrator Scott Cole requested the Commissioners add two items to the agenda.

- Hiring a utility deputy to Sheriff's Report
- Hiring of two reserve dispatchers

9:05 Approve Minutes of Meetings Held May 21, June 18 and July 16: On a motion to approve May 21 minutes, Chairman Duguay asked if the previously requested changes had been made. Commissioners Clerk Becky Secrest confirmed the changes had been made and also requested approval of an additional correction regarding from which budget line an RCC expenditure will be drawn. The Commissioners unanimously approved the May 21 minutes with the changes discussed.

After a short discussion about an entry in the June 18 minutes and a request for a rewrite, the minutes for meetings held in June and July were tabled until next month.

9:14 Adopt Agenda: The agenda was unanimously adopted with the changes proposed by the Administrator earlier in the meeting.

9:15 Public Comment: There was no public comment. The Commissioners did discuss the fact that there has been no reporter at Commissioners meetings since the previous reporter left to work in Bangor. (Editor's note: A Sun Journal reporter entered the meeting shortly thereafter.)

9:18 Items for Discussion and Action

1. Update from Maine County Commissioners Association (MCCA): Administrator Cole highlighted the following:
 - Directors meeting held August 14: Mr. Cole stated MCCA discussions are usually driven by the Executive Director's current report.

- Relationship Between Association and Risk Pool: This is an ongoing discussion with (Administrator Cole's opinion) ten counties agreeing that the two should be kept separate while others favor the association being supported by Risk Pool funds. Suggested funding amounts range from zero to twenty-five thousand to sixty thousand dollars. Mr. Cole stated this issue will probably be decided on a year to year basis at the budget meeting in January.
- Revision to Association Bylaws: Nothing has been resolved and proposed changes will probably be voted on in January.

There was also a debate regarding who should be lobbying for MCCA. MCCA's Administrative Assistant resigned but there is yet to be any information regarding reasons why. Six counties were not represented at the most recent meeting. The MCCA budget meeting is scheduled for January 8, 2014.

9:37 Department Heads: Department heads met with Commissioners to discuss a variety of topics, some being unique to specific departments and other topics being of concern to several or all departments. Chairman Duguay introduced Peter Maguire to the group. There was a brief discussion regarding what gifts the county should bring to the MCCA conference next month. Fryeburg Fair passes, Mt. Abram ski passes, Black Mountain cross country ski passes and/or a Maine gem or mineral were all suggested. Commissioners Merrill and Jackson will contact the appropriate people to obtain gift donations.

- 1) Register of Deeds Pat Shearman stated her expenses are below targeted percentages for the fiscal year and revenues are above same targeted percentages. Commissioners acknowledged this good news. Commissioner Jackson asked if the filing revenue for the casino sale had come in yet. This sparked a lengthy discussion about when this information becomes public culminating in Ms. Shearman stating she would make a call and get more information. (Editors note: Ms. Shearman returned later in the meeting and said once the controlling interest transfer tax paperwork is delivered to Oxford town offices the information becomes public. The paperwork will be sent to Oxford this afternoon.)

Ms. Shearman further highlighted the following activities in the Registry:

- Final report from Northeast Document Conservation Center is expected soon;
- Data loggers are installed and monitoring has identified humidity maintenance challenges;
- Digital and written back-up of county road records are being finalized;
- LD 559 will go into effect on October 9 initiating a \$6.00 filing fee but how to track initial free 500 transactions has yet to be determined;
- Schedule an informational meeting with Maine Revenue Services and the twenty-seven Oxford East jurisdiction towns to help towns better understand what is expected when sending documents for recording;

- Freedom of Information Access training is scheduled for September meeting from 11:30-12:00 PM after the department head meeting.
- 2) Treasurer Roy Gedat stated he will be proposing a candidate to fill the Finance Clerk position in the Treasurer's office. He also commented that Greenwood and Byron were the first towns to pay their county tax. Mr. Gedat addressed the casino question posed to Ms. Shearman stating that approximately \$9,000 was paid to Oxford County for the sale of the casino to Churchill Downs. The auditors will be making a presentation of the 2012 audit which should be available for budget time in September/October.
 - 3) EMA Director Allyson Hill highlighted the following activities:
 - Everyone eligible for 2010 homeland security grants made their deadlines with help from the EMA office to meet all the criteria;
 - EMA presence at a variety of local activities – Oxford Plains Speedway 250, IMAT trailer at Hallowell Old Home Days, Norway Fire Dept. Community Safety Days;
 - Continued assistance to Stow, Buckfield, Woodstock, Norway and Rumford on Hazard Mitigation Grant Applications;
 - Implementation of D4H tracking and reporting software for all teams.
 - 4) RCC Director Jim Miclou highlighted the following activities:
 - Budget is an on-going process working on it weekly;
 - Geff Inman is working on the 2014 budget;
 - Nine reserve applicants were contacted of which seven replied and attended the testing with five passing the test;
 - RCC was 15% higher in call volume in July than last year.

Treasurer Gedat thanked Jim for participating in the Finance Clerk interview process.

- 5) Administrator Scott Cole stated the budget will be published October 4 with a public hearing on October 15. The administration will be looking at payroll to do a better job of forecasting back fill pay. He requested department heads reserve time for half-hour meetings with Annalee Rosenblatt to discuss timekeeping on Thursday August 22.

Chairman Duguay requested everyone's support for the timesheet work. Commissioner Jackson thanked the department heads for a great job. Commissioner Merrill requested everyone be introduced to Peter Maguire of the Sun Journal. Introductions followed. Chairman Duguay thanked the department heads.

10:25 Commissioners took a short break.

10:30 Treasurers Report: Treasurer Roy Gedat highlighted payroll, cash position, payables and operations for Commissioners. He commented that payroll was high due to a \$12,000 payout to a retiring employee. He suggested starting an escrow account beginning in the 2014 budget to cover these types of payouts. Although the county did receive the community correction payment, he expressed concerns about counting on that money in the future. There was a brief discussion regarding recent high dollar amount payouts which were associated with paving Hunts Corner Road and Hutchinson Pond Road. After describing the interview process, Mr. Gedat requested the Commissioners approve hiring Brandi Sawyer of Paris to fill the Finance Clerk position. The Commissioners unanimously approved hiring Brandi Sawyer to fill the Finance Clerk position with an official start date of September 9, 2013.

Mr. Gedat introduced auditor Bruce Nadeau of RHR Smith and Co. who proceeded to present draft documents of the recent audit for 2012. There ensued a lengthy discussion about net assets, grant tracking, revenues, balance by fund, fund balance, capital expenditures, casino funds transfers, and the precariousness of the jail operations. Mr. Nadeau suggested creating a fund balance policy of 5% or three months operating funds which would be approximately \$1,200,000 for Oxford County. Other observation included:

- Addressing fuel costs and overtime in Sheriff's department;
- Treasurer's office staff is thin;
- Deeds West is using cash to return overpayments;
- Creating a capital plan given the uncertainty of the jail.

Commissioner Merrill thanked Mr. Nadeau and asked when the final report would be done. Mr. Nadeau said by September 10. Commissioner Jackson expressed his appreciation for getting the reports done early. Chairman Duguay asked if there was any way to create a scorecard for the departments. Mr. Nadeau said this was doable using the project codes now in place. Overall the county is doing better but there is still room for improvement.

11:55 Sheriff's Report

Chief Deputy Hart Daley reported that the Sheriff was in Jackman at a meeting with border control folks. It has been a busy month with details in other towns with summer events going on and the Labor Day parades coming up. CID is buried with numerous investigations. Civil Process continues to move to Andropay with a walk-through the computer program happening soon. This will make it easier to track revenue and expenses for civil process.

12:25 PM Executive Session Commissioners unanimously voted to enter executive session to discuss a personnel matter. Administrator Cole requested the Treasurer be invited to the executive session. Commissioners approved. They came out of executive session at 1:49 PM and took the following action.

A motion to hire David Hodgson from Rumford as a regular part-time deputy was unanimously passed.

1:53 Personnel Actions

Ongoing Audit of Timesheet Preparation and Practices:

- A discussion ensued over who makes the decision to pay employees if a timesheet is not turned in or is computed incorrectly. Commissioners determined the Administrator in conjunction with the Treasurer's office will make the decision with an exception report every week given to the Commissioners. Chairman Duguay requested Annalee Rosenblatt write up a formal policy on the process.
- It was further determined that it is the responsibility for the department head to check timesheets for accuracy with a second check by the finance department.
- An electronic document to track accruals needs to be created and done alphabetically by department.
- If timesheets are not turned in or department head fills out the timesheet these will go on the exception report.
- If paying or not paying is a question it goes to the Administrator and/or Commissioners and will be put on the exception report.
- Supervisor's signatures should be on timesheets and included on the exception report when signatures are not there. Treasurer's office can call for a signature or approval to pay.

2:30 Matters Pertaining to the Unorganized Territory

- Temporary Closure of Bridge on Old West Bethel road in Albany: Pending a decision at a later date to permanently close the road from the deficient bridge to Rt. 5, the bridge will remain closed through the winter due to unsafe conditions. Revisit the topic in September.
- Temporary Closure of Hunts Corner Road in Albany: Said road to be closed for a period of seven to ten days to repair/replace two culverts in anticipation of repaving the road in that section next year. No action was taken. Revisit in September.
- Request for repayment – "Secure Rural Schools" Program (USFS – sequestration): Marcia McInnis, State UT Fiscal Administrator stated her opinion regarding the repayment and determined the county should not be paying because the 2013 disbursement money (\$1,300) being sequestered was never disbursed to the county. She suggested the Treasurer check that information. Marcia further stated she would be meeting with the Treasurer regarding GASB 34 relative to capitalization for UT roadwork.

3:05 Personnel Actions

Various Policies Under Consideration for Adoption or Amendment: The following personnel policies were discussed and amendments were unanimously adopted by the Commissioners:

- 14.000 Job Evaluation and Classification: 14.004, 14.005.3
- 15.000 Compensation Plan: 15.003, 15.004, 15.005.2, 15.005.3, 15.006;

- 22.000 Employee Benefits: 22.002.1, 22.002.2, 22.002.3, 22.00.4, 22.003, 22.004.1, 22.004.2, 22.005.2, 22.005.5, 22.005.5.3, 22.005.5.4, 22.005.5.5, 22.005.5.7, 22.006
- 22.100 Travel: 22.102

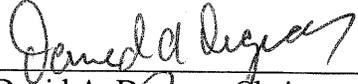
4:20 Items for Discussion and Action

1. Update from Maine County Commissioners Association (MCCA) continued:
 - Communication from State/Local Government Committee re County Charters: Local Government Committee sent a letter requesting counties draft charters, information on peoples veto process and other topics;
 - MCCA drafted Letter re Regional Services: supporting counties offering services to local communities for code enforcement, regional assessment etc. Commissioners supported this only for unorganized territory. Local communities are usually inclined toward home rule. A letter will not be sent.
2. Consider Proposal from Carrabassett of Maine re Bottled Water: After consideration of all the facts presented, Commissioners unanimously approved accepting the proposal from Carrabassett of Maine for bottled water.
3. Consider Proposal for Roof Repair or Replacement at Fryeburg Registry of Deeds: Administrator Cole suggested waiting until next year to tackle the project. No action.
4. Consider Proposals for Insurance: Wheeler insurance has expressed an interest in being the agent for Oxford County airport liability and firefighters/rescue personnel insurance. Commissioners requested pricing from Wheeler and Goodwin.
5. Accept FAA Grant Offer (\$193,500) to Install Airport Perimeter Fence: After a brief discussion on what will be done and what the county's share is, the motion to accept the grant offer was unanimously passed.
6. Confirm Attendance at Upcoming MCCA Convention: Administrator Cole suggested that conversations at the convention should focus on Risk Pool being for insurance only and not to support MCCA operations.
7. Review Commissioners' 2013 Goals: While there is progress on several goals work is ongoing on all goals.
8. Administrator Task List: Nothing to report.

9. Consider Holding "2nd" Meeting on September 3 at 6 PM: Commissioners decided to hold the date open but did not schedule a meeting at this point in time.
10. Hunts Corner Road: Administrator will be in touch with Commissioners in order to confirm closure dates relative to the culvert repairs.
11. Commissioners thanked the Administrator for the budget committee packet prior to the budget caucuses.

5:10 Executive Session: Commissioners unanimously voted to enter executive session to discuss a personnel matter. They came out of executive session at 5:49 and took no action, to include no action on hiring part time dispatchers.

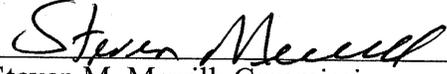
No other bills or accounts were given consideration on the 20th day of August 2013. Commissioners adjourned at 5:52 PM.



David A. Duguay, Chairman



Caldwell Jackson, Commissioner



Steven M. Merrill, Commissioner



Scott Cole, Administrator